



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## TRAVEL HOST

Job Number: 20001577

Job Code: 81610V000101

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 04/16/1987

Job Revised: 02/24/2006

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides travel and tourist information to persons visiting at welcome centers; OR provides travel and tourist information to persons visiting the Capitol; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Work experience dealing directly with the public will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Greets visitors at welcome centers or the capitol. Assists visitors with completing guest book and explains reasons for tracking information gathered. Works with visitors to answer any questions concerning directions and distances to area establishments and attractions. Advises and distributes brochures on local and state establishments and attractions to visitors. (Such brochures may be provided by the state, local organizations, and/or establishments/attractions). Monitors and restocks brochure racks. Performs Internet searches to assist visitors in locating areas of interest. May travel to state and local attractions to gain first hand knowledge in order to provide more accurate information to visitors. Relays information to visitors regarding any on-site craft or community displays. Conducts guided tours of historic portions of welcome centers located in or on historic sites. Follows established guidelines and procedures and has normal responsibility for assigned brochures and maps. Requires friendly and courteous manner in answering questions and furnishing travel information to tourists. Completes records and reports as designated by the Travel Host Supervisor.

**UNIQUE PHYSICAL REQUIREMENTS:**

Employees in this job title perform light physical activities requiring standing, walking, and stooping, lifting and carrying from storeroom to restock brochure racks.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Working conditions for positions in this job title are generally pleasant with some exposure to heat and cold due to regular entrance and exit of visitors and with occasional exposure to rude, obnoxious and/or intoxicated visitors. Work evenings, weekends and holidays. Employees in this job title are responsible for total care of pre-issued uniforms.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*